

Monthly Lone Worker Management Audit

A monthly review of whether lone working controls are being used, supported and improved, not simply whether a device contract exists.



VERSION	v1.1	PUBLISHED	August 2026	REVIEW	Annually or after an incident
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HOW TO USE THIS TOOL

Complete it monthly with the manager who owns lone working for the service. Record what the evidence actually showed rather than what the policy says should happen, and carry unfinished actions forward.

1

AUDIT DETAILS

Team or service

Review period

Manager completing

Previous actions checked

NOTES AND ACTIONS

2

EVIDENCE REVIEW

THEME	WHAT GOOD LOOKS LIKE	FINDING	ACTION, OWNER, DATE
Risk and work change	Changes in visits, locations, hours, people, travel or known threats were identified and assessed.		
Check-ins	Missed, late or extended check-ins were reviewed and the escalation route worked as intended.		
Devices and apps	Tests, faults, charging, signal and configuration issues were recorded and resolved.		
Alerts	Practice, false and genuine activations were reviewed without blaming staff for raising an alarm.		
Response	Responder or monitoring centre actions matched the agreed plan and current staff information.		

Incidents	Reports, evidence, welfare support and learning actions were completed and linked.
Capability	New starters, role changes, confidence gaps and refresher needs were addressed.
Assurance	Outstanding supplier, policy or management actions have owners and due dates.
NOTES AND ACTIONS	

3	MONTHLY DECISION
Overall confidence	
Priority action	
Owner and due date	
NOTES AND ACTIONS	

LIMITATIONS

This audit records what the evidence showed in one month for one service. It does not by itself demonstrate compliance, and a clear month does not mean the arrangements would hold under a serious incident.

SUPPORT

Safety Solutions Training helps employers turn lone working arrangements into competence staff can use under pressure. Call 02920 657753 or visit safetysolutionstraining.co.uk.

ADDITIONAL NOTES, ACTIONS AND FOLLOW-UP

